

MEMORANDUM

TO: Prospective Providers of Residential Child Care Facilities

FROM: Susan Ward, Director
Office of Resource Management

SUBJECT: Licensing Requirements for Residential Child Care Facilities

Please read the **Minimum Standards for Residential Child Care Facilities (MSCCF)** carefully. If, after careful review of the **MSCCF**, you are interested in pursuing the possibility of operating a child care facility, please complete the APPLICATION FOR A LICENSE TO CONDUCT A CHILD CARE FACILITY (DHR740) and the INFORMATION FORM FOR LICENSING STUDY (DHR-741). Return the forms with all required support documents to this office. Retain a copy for your records.

For your application to be processed, certain mandatory criteria must be met:

1. Proof that you have a building in which to house your program (**MSCCF** section VI. A.)
2. An executive director who meets minimum standards (**MSCCF** section III. B. 2. b.)
Include copies of degrees from an accredited university; a resume; results of the Child Abuse / Neglect Central Registry Clearance; and results of a criminal history check through the ABI and FBI (**MSCCF** section III. A. 3.)
3. A current Health Department inspection report on your facility (**MSCCF** section VI. B. 3.)
4. A current fire inspection report with no violations cited on your facility (**MSCCF** section VI. B. 2.)
5. A written statement of compliance with applicable zoning requirements (**MSCCF** section VI. B. 1.)
6. A projected or current annual budget (**MSCCF** sections III. B. 1. a. and VIII. A. 1. d.)
7. Proof that 25% of the projected or current operating budget is available in the name of the facility (**MSCCF** section III. B. 1. a.)
8. A licensed social services staff (**MSCCF** sections III. B. 5. b. and VIII. A. 1. d.)
Include copies of degrees from an accredited university and licenses from the State of Alabama. If you are planning to provide social services by contracting with someone, include a copy of the contract as well as the credentials of that person.

If your application does not have the **mandatory** items, it will be returned to you without processing.

To serve DHR children, you must also receive a Civil Rights Certification from the Department. This certification is issued by the Office of Civil Rights and Equal Employment (CR/EE). As part of the certification process, new and existing buildings which are to be used as part of the child care facility must be evaluated by CR/EE for Section 504/ADA compliance. We can issue a license prior to meeting Section 504/ADA compliance requirements, but **you can not accept** DHR children until certified by CR/EE. For further information regarding CR/EE's certification requirements and procedures, you may contact their office at (334) 242-1550.

Thank you in advance for your inquiry. Please contact Gloria Kendrick Derico (334) 242-8177 if you have any questions or if there is any way that we may be of assistance to you.